

Appropriations, NDF's & CIF's Committee Meeting Minutes

Monday, July 17, 2008

5:05 p.m.

Third Floor, City Hall

Present: **Chair: CM Johnson**
Vice Chair: CM Hawkins
Members: CW Welch, CM Blackwell, CW Butler, CM Kramer and CM Engel (5:08)

Also Present: **CM Peden and CM Unseld**

Chairman Johnson began the meeting by announcing the members and non-members of the committee that were present. A quorum was established.

Special Items For Discussion

CIF and NDF issues – Beth Sternberg, Metro Council Staff, Bill Warner, County Attorney's Office and Kathy Herron, Metro Council Clerk, spoke to the this item. The following was discussed:

- Process for adding additional non-profit designations in the procedures
 - 501 (C) 13 – CM Peden requested one for a 501 c 13 – a cemetery.
 - Waivers
 - Done at some point in the past
 - Public purpose
 - Another organization receiving the funding for the ineligible organization
 - Authority to act outside of the policies and procedures
- Require CIF be only for capital infrastructure projects and not operational projects
 - CIF funds have been used for operational issues in the past
 - Can move money from CIF to NDF for other projects if need be
 - Cleaner to keep the two separate
- Confirm documentation requirement to pay Metro Parks for rent of tables, shelters, etc. for non-profit organizations' events. Should the organization be required to fill out the entire application packet or have a lesser process (currently we have documentation from a simple email only identifying the event to a completed application with all attachments)
 - The organizations are the ones receiving the benefit but do not have to fill out anything sort of documentation
 - Metro Parks requires the organization to fill out an application
 - Council could use it
 - Review Parks application to see if it contains all of the information that the council would want
- Require current year budget and past year actual for non-profit agencies requests
 - Need budget for both years to determine if funding exceeds 33% threshold in some cases
- The program budget form is often completed incorrectly – needs revision with additional instructions
 - Ms. Stenberg will try to make the instructions clearer
- A revised process to use NDF to purchase event tickets or contract with a non-profit for events and use NDF as the funding source.
 - Buying a table at an event
 - Sponsorship of an event
 - Possibility of using the event brochure or invitation as the paperwork
 - Organization would still have to be in good standing with the IRS and Secretary of State
 - Does not seek legitimacy that the NDF process seeks
 - Using cost center funds to pay for it
 - Can transfer money from NDF to cost center
 - Does the Councilmember receive a benefit from the event
 - Could be an issue
 - The County Attorney's Office will look into a matter and get a memo on it to the Committee
- Clarification of when Metro Agencies can be used to fund events/activities/programs for non-profit agencies and what documentation is required.

- Add requirements/eligibility of using NDF/CIF for sidewalk repair, tree trimming, tree removal when they are the responsibility of the land owner.
 - Public purpose
 - Like giving the homeowner a grant
 - Income
- Establish a minimum for each NDF/CIF to eliminate small requests
 - Cost of processing small requests
 - Organizations may then just ask for the minimum amount
 - The Committee agreed not to establish a minimum
- One form instead of four
 - Finance's preference
 - Kathy Herron and Beth Stenberg to work on revising the forms
- Establishing procedures on when a Councilmember can and cannot give to schools and churches

Pending Legislation

O-131-07-08 AN ORDINANCE APPROPRIATING \$25,000 FROM THE DISTRICT 2 NEIGHBORHOOD DEVELOPMENT FUND THROUGH THE DEPARTMENT OF FINANCE AND ADMINISTRATION TO PETERSBURG/NEWBURG IMPROVEMENT ASSOCIATION INC. FOR OPERATING EXPENSES FOR THE NEWBURG FESTIVAL, BEAUTIFICATION PROJECTS, AND OTHER SMALL PROJECTS.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: Barbara Shanklin

Motion to Approve made by Vicki Welch and seconded by Doug Hawkins.

Discussion: James Flowers, Petersburg/Newburg Improvement Association, Inc. stated that this was for beautification of the community.

By unanimous vote, this item was sent to the **Consent Calendar**.

VOTING RESULTS: For: 6; Against: 0; Abstain: 0; Absent: 1

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson,

Against: (None)

Abstain: (None)

Absent: Robin Engel

NDF071408MP02 \$180 FROM THE 2ND DISTRICT NEIGHBORHOOD DEVELOPMENT FUND TO METRO PARKS FOR THE UNITY FESTIVAL IN PETERSBURG PARK.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: Barbara Shanklin

Motion to Approve made by Vicki Welch and seconded by Marianne Butler.

Discussion: There was no discussion on this item.

By unanimous vote, this item was sent **Approved**.

VOTING RESULTS: For: 6; Against: 0; Abstain: 0; Absent: 1

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson,
Against: (None)
Abstain: (None)
Absent: Robin Engel

NDF071408MP15 \$2,000 TOTAL FROM THE 15TH AND 21ST DISTRICT NEIGHBORHOOD DEVELOPMENT FUNDS TO METRO PARKS FOR THE SOUTHERN PARKWAY MILE.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: Marianne Butler

Motion to Approve made by Vicki Welch and seconded by Marianne Butler.

Discussion: CM Johnson stated that this event just happened and they need the money to get it finished up.

By unanimous vote, this item was sent **Approved**.

VOTING RESULTS: For: 6; Against: 0; Abstain: 0; Absent: 1

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson,
Against: (None)
Abstain: (None)
Absent: Robin Engel

NDF071408DON15 \$1,500 FROM THE 15TH DISTRICT NEIGHBORHOOD DEVELOPMENT FUND TO THE DEPARTMENT OF NEIGHBORHOODS FOR BEAUTIFICATION PROJECTS.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: Marianne Butler

Motion to Approve made by Vicki Welch and seconded by Marianne Butler.

Discussion: CW Butler stated this is money that does not get used until her office sees the project and tells Brightside it is okay to spend the funds.

By unanimous vote, this item was sent **Approved**.

VOTING RESULTS: For: 7; Against: 0; Abstain: 0; Absent: 0

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson, Robin Engel
Against: (None)
Abstain: (None)
Absent: (None)

NDF071408PW19 \$900 FROM THE 19TH DISTRICT NEIGHBORHOOD DEVELOPMENT FUND TO PUBLIC WORKS FOR TREE REMOVAL.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: Hal Heiner

Motion to Approve made by Vicki Welch and seconded by Kevin Kramer.

Discussion: There was no discussion on this item.

By unanimous vote, this item was sent **Approved**.

VOTING RESULTS: For: 7; Against: 0; Abstain: 0; Absent: 0

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson, Robin Engel

Against: (None)

Abstain: (None)

Absent: (None)

CIF071408PW10 \$750 FROM THE 10TH DISTRICT NEIGHBORHOOD DEVELOPMENT FUND TO PUBLIC WORKS FOR SIDEWALK REPAIR.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: Jim King

Motion to Approve made by Vicki Welch and seconded by Marianne Butler.

Discussion: There was no discussion on this item.

By unanimous vote, this item was sent **Approved**.

VOTING RESULTS: For: 7; Against: 0; Abstain: 0; Absent: 0

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson, Robin Engel

Against: (None)

Abstain: (None)

Absent: (None)

CIF071408PW06A \$135 FROM THE SIXTH DISTRICT CAPITAL INFRASTRUCTURE FUND TO PUBLIC WORKS FOR TREE TRIMMING.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: George Unseld

Motion to Approve made by Doug Hawkins and seconded by Vicki Welch.

Discussion: There was no discussion on this item.

By unanimous vote, this item was sent **Approved**.

VOTING RESULTS: For: 7; Against: 0; Abstain: 0; Absent: 0

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson, Robin Engel

Against: (None)

Abstain: (None)

Absent: (None)

CIF071408PW06B \$48,500 FROM THE 6TH DISTRICT CAPITAL INFRASTRUCTURE FUND TO PUBLIC WORKS FOR SIDEWALK REPLACEMENTS.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: George Unseld

Motion to Approve made by Doug Hawkins and seconded by Vicki Welch.

Discussion: CM Unseld stated that this was for sidewalk repair and some areas that need to be replaced.

By unanimous vote, this item was sent **Approved**.

VOTING RESULTS: For: 7; Against: 0; Abstain: 0; Absent: 0

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson, Robin Engel

Against: (None)

Abstain: (None)

Absent: (None)

NDF071408SEIGE \$3,000 FROM THE 6TH DISTRICT NEIGHBORHOOD DEVELOPMENT FUND TO SEIGE, INC. FOR PROGRAM EXPENSES.

Status: In-Committee

Committee: Appropriations, NDFs and CIFs

Primary Sponsor: George Unseld

Motion to Approve made by Doug Hawkins and seconded by Vicki Welch.

Discussion: CM Unseld stated that this is to help the organization set up a booth and information sessions at the state fair.

By unanimous vote, this item was sent **Approved**.

VOTING RESULTS: For: 7; Against: 0; Abstain: 0; Absent: 0

For: Vicki Welch, Doug Hawkins, Kevin Kramer, Rick Blackwell, Marianne Butler, Dan Johnson, Robin Engel

Against: (None)

Abstain: (None)

Absent: (None)

Motion to Adjourn made by Doug Hawkins and seconded by Vicki Welch.

Without objection, the meeting was adjourned at 6:02 p.m.

***NOTE: Legislation sent to the Consent Calendar or Old Business will be heard by the Metro Council at the next meeting on July 24, 2008. Full discussion is available on audio by request of the Metro Council Clerk's Office (502) 574-3902.**

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